

RESOLUTION NO. 20-103

A RESOLUTION OF THE COMMISSIONERS OF QUEENSTOWN TO ADOPT THE TOWN CLERK/TREASURER JOB DESCRIPTION

WHEREAS, the Commissioners of Queenstown are authorized to adopt such legislation as it may deem necessary for the protection and preservation of the town's property and for the protection and promotion of health and safety of town employees and citizens; and

WHEREAS, the Commissioners of Queenstown have determined that it is desirable and in the public interest to adopt an updated job description for the position of Town Clerk/Treasurer.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Queenstown, that the job description for the Town Clerk/Treasurer, a copy of which is attached hereto and incorporated by reference herein, **BE AND IS HEREBY ADOPTED**.

RESOLVED by the Town Commissioners of Queenstown on this 24th day of June, 2020.

WITNESS:

Amy Moore
Amy Moore, Town Clerk

TOWN COMMISSIONERS FOR THE
TOWN OF QUEENSTOWN:
Thomas B. Willis, Jr.
Thomas B. Willis, Jr., President

Amy Moore
Amy Moore, Town Clerk

Absent
Holger Schuster, Commissioner

Amy Moore
Amy Moore, Town Clerk

Alton Hardee
Alton Hardee, Commissioner

**Town of Queenstown
Town Clerk/Treasurer**

I. Job Summary: This position is an administrative position managing the finances of the Town and acting as the Town's tax collector. The Town Clerk/Treasurer is responsible for performing all functions of the Office of Clerk/Treasurer as specified in the Town Charter and as assigned by the Town Manager. The Town Clerk/Treasurer is an at-will employee and serves at the pleasure of the Town Commissioners and Town Manager. This position must be bonded.

II. Essential Functions of the Job: The Town Charter establishes the position of Town Clerk/Treasurer and sets for various duties of the position. The duties listed are for illustrative purposes and do not necessarily include all the duties or activities performed by this position. Actual duties performed will vary on a day-to-day basis. The Town Clerk/Treasurer shall perform these duties, under the direction and control of the Town Manager, as well as any other duties assigned by the Town Manager. Actual duties performed will vary on a day-to-day basis.

A. Financial Matters. The Town Clerk/Treasurer shall be responsible for the following financial matters, which include all of the powers and duties set forth in Section 19-30 of the Town Charter:

1. Prepare at the request of the Commission an annual budget to be submitted to the Commission.
2. Supervise and be responsible for the disbursement of all monies and have control over all expenditures to assure that budget appropriations are not exceeded.
3. Maintain a general accounting system for the Town in such form as the Commission may require, not contrary to state law.
4. Submit at the end of each fiscal year, and at such other times as the commission may require, a complete financial report to the Commission.
5. Ascertain that all taxable property within the Town is assessed for taxation.
6. Collect all taxes, special assessments, license fees, liens, and all other revenue (including utility revenues) of the Town, and all other revenues for whose collection the Town is responsible, and receive any funds receivable by the Town.

7. Have custody of all public monies, belonging to or under the control of the Town, except as to funds in the control of any set of trustees, and have custody of all bonds and notes of the Town.
8. Work with the Town auditors to ensure the preparation of annual audited financial statements.
9. Do such other things in relation to the fiscal or financial affairs of the Town as the Commissioners may require or as may be required elsewhere in the Charter.

B. Administrative Duties. The Town Clerk/Treasurer shall be responsible for the following administrative duties:

1. Oversee water/sewer billing, collections, and delinquent accounts.
2. Seek assistance from the Finance Committee and public works employees for preparation of town budgets.
3. Make recommendations to the Town Manager concerning water/sewer rates and charges to ensure that the water/sewer system is self-supporting.
4. Manage and ensure timely loan payments for any town indebtedness.
5. Prepare notices of levy and collect Town taxes pursuant to the procedures established by state law and the Town Charter concerning tax collections.
6. Oversee the Town election process and perform the election duties specified in the Town Charter for the position of Town Clerk/Treasurer.
7. Regularly meet with the Commissioners to advise on issues and assignments.
8. Coordinate legal matters with the Town Attorney.
9. Attend Town Commissioner meetings and other meetings as directed by the Commissioners.
10. Represent and promote the Town at government events such as Maryland Municipal League, the Eastern Shore Association of Municipalities and the QA County Council of Governments.

11. Answer inquires, resolve citizen's complaints and problems of complex and consistent nature.
12. Publication of official notices, agendas, and advertisements.
13. Responsible for public outreach through multiple methods including the posting of government and community oriented notices and updating the Town website.
14. Responsible for review, verification and forwarding of all applications for building, subdivision, and shoreline zoning permits; advising applicants and appropriate Boards of application status and compliance with ordinances, along with coordinating review with appropriate parties (Zoning Administrator/Building Inspector, Planning Commission, etc.).
15. In the absence of the Town Manager, the Town Clerk/Treasurer will coordinate with other departments to ensure that the daily operations of the Town continue to function.
16. The Town Clerk/Treasurer will temporarily assume the duties of the Town Manager in addition to his/her own duties when requested by the Town Manager or Town Commissioners.
17. Perform all other duties as assigned.